

Purpose

The DOE-MF (Master File) is the 'school directory' for all public and non-public schools in the State of Indiana and is used for contacting the school by mailings, facsimile, telephone contacts and email. The data submitted **drives all data collections, communications and posting** of data on the Department's website as well as data requested by the general public. Message alerts from the State Superintendent for Superintendents and Principals (commonly referred to as SAMS and PAMS listserv) are generated from the email provided on the Master File. The information reported should be as current as possible, therefore, the data should be updated prior to the start of the academic school year and then continue to be updated throughout the school year when the profile of the school or corporation is amended.

Impacts

- Contact Information
- DOE Online
- School Directory Listing
- School Directory Information

Audience

This is a required collection for:

- Public Schools
- Nonpublic Schools (accredited and freeway)
- Non State accredited nonpublic schools participating in the Choice Scholarship Program

Collection Phase

Collection Phase Begins	Collection Phase Ends	Transfer Availability or Notes
May 11, 2015	September 4, 2015	For school closures/consolidations, new baseline requests, opening/new school numbers, reconfigurations and redistributions.

When a collection closes and the data are considered final by the state, no corrections or additions are allowed.

NOTE: The collection will remain open year-round for the 2015-2016 school year for general demographic updates, as well as for Superintendent and Principal changes.

Instructions

In general, most updates for public, charter, freeway and accredited nonpublic schools can be made by following the instructions under **Submitting the DOE-MF**.

- Nonpublic schools, including freeway schools that open, should contact Dr. George Frampton at Frampton@doe.in.gov.
- Charter schools that open/close or reconfigure grade levels should contact Jeff Barber at jbarber@doe.in.gov.

For reporting purposes:

Public and Charter schools that open or close, reconfigure grade levels, or request a new baseline will need to provide an updated projected enrollment for **all** schools in the district. These data will be used in the Eligible School Summary Report for Title I. The appropriate forms under **Submitting the DOE-MF** will need to be completed.

Submitting the DOE-MF Master File – Indiana School Directory

To update the corporation and school profiles (public, accredited nonpublic and freeway schools), proceed to the login page and Login under Administration where the following data can be changed.

- **Corporation Profile:**
 - Last and first name, middle initial, suffix, title and email address of the Superintendent
 - Corporation mailing, shipping, location and treasurer addresses
 - Telephone and facsimile numbers
 - Corporation homepage address
 - Unused facilities and locations
- **School Profile:**
 - Last and first name, middle initial, suffix, title and email addresss of the Principal
 - School mailing and location addresses
 - Telephone and facsimile numbers
 - School homepage address or URL
 - Schedules (block, trimester, etc.)
 - Year Type (year-round, traditional or balanced calendar); verify the information currently listed in this field is correct.
 - Charter School (Yes or No)
 - Additional sites and locations

It is the responsibility of the public school corporation to update the non-accredited non-public school information for the schools located in their district that serve students in K-12. Accredited non-public schools can update the information for their own schools.

The submitted information will be stored in a temporary table until reviewed by Department staff before being accepted into the master file database. Information submitted will **not** be immediately displayed on the web.

Schools that are closing, opening (except nonpublic schools), reconfiguring, and/or redistributing students and schools requesting a new School Improvement Baseline must file the appropriate forms below. These forms should be emailed or sent by facsimile. Include a copy of the minutes from the local school board meeting that reflect approval for all requested changes. **These forms are only accepted from May 11, 2015 through September 4, 2015. Approved School Board Minutes must be submitted with the request that supports the requested changes.**

Corporation/School Profile Amendment Request

This is a required document that must accompany all of the following documents.

- Corporation/School Profile Amendment Request

Grade-level changes for the 2015-2016 academic year

- Reconfiguration Form. To be completed if the school is altering grade spans served.
- Redistribution Form. To be completed if a redistricting of students has taken place (students are moving to new building), but grade spans are remaining the same in each building.

Schools closures

- Closure/Consolidation Form (Required public and nonpublic schools). To be completed if the only change in your corporation is a school closing at the end of the 2014-2015 school year.
- Redistribution Form. To be completed if the corporation will undergo a redistricting process where the grade spans remain the same for old building, but students move to new buildings.

New schools opening for the 2015-2016 academic year

- New school opening (Required for Public schools). To be completed by corporations opening new schools or requesting new school numbers. You will be contacted for more information if necessary, or contacted with the state-assigned school number.

New School Improvement Baseline for the 2015-2016 academic year

- To obtain a new accountability baseline, a school must clearly demonstrate all of the following:
 - (1) a change of at least 70 percent of the student population from the previous year, either by elimination or addition
 - (2) a significant change in educational philosophy, curriculum, or staffing
 - (3) a change is not being made to avoid accountability

Contact Information

For questions about any of the forms requested by Title I, please contact your district's Title I Specialist or call 317-232-0540.

Charter Schools

For school openings, closures or grade reconfigurations, please contact Jeff Barber at jbarber@doe.in.gov.

Non-public Schools

For school openings, please contact Dr. George Frampton at frampton@doe.in.gov.

Corporation/School Amendment, Closures, Openings, Reconfiguration, Redistributions, and Request for New Baseline Forms, along with the approved board minutes supporting the request, are to be submitted to:

schoolaccountability@doe.in.gov